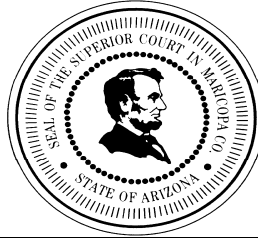


Media Guide 2011

Records and Court-Related Requests



Clerk's Office – Maricopa County



**Clerk of the Superior Court
for Maricopa County, Arizona
Michael K. Jeanes, Clerk**

Superior Court

Makes Judicial Rulings



Clerk of Superior Court

Maintains Official Court Records



Maricopa County Superior Court

The Arizona State Constitution defines the court and the clerk as two separate agencies.

Superior Court – Judicial Branch

The screenshot shows the homepage of the Maricopa County Superior Court website. At the top, it features the Maricopa County Seal and the text "The Judicial Branch of Arizona Maricopa County" and "Committed to the Timely, Fair and Impartial Administration of Justice". Below this is a search bar and a "Go" button. The main content area is divided into several sections: "Superior Court" with links to Family Court, Probate/Mental Health, Criminal Department, Tax Court, Civil Department, Jury Duty Service, Juvenile Court, and Judicial Rotation; "Justice Courts" with links to Small Claims, Domestic Violence, Civil Suits, Traffic Violations, Find a Case, Appeals, Eviction Actions, and General Information; "Adult Probation" with links to Administration, Victim Services, Vision, Mission, Values, Services Unit, Organization Chart, Locations, and "Ten Most Wanted"; and "Juvenile Probation" with links to Probation, Early Intervention, JIPS, Detention, Visitation Information, About Detention, Administration, Restitution, and Parental Assessments. There are also "Quick Links" and "Top Requested Resources" sections.

“The Bench”

Presiding Judge - Norman J. Davis

Clerk of the Superior Court

The screenshot shows the homepage of the Maricopa County Clerk of the Superior Court website. At the top, it features a banner with the text "Welcome to the Clerk of Superior Court's Office Maricopa County, Arizona" and "A resource for court information and services". Below this is a search bar and a "Go" button. The main content area is divided into several sections: "COURT CASES" with links to Court Cases, Case Statistics, Minute Entries, Copies of Cases, and Gila River Case; "FILING" with links to Filing Fees, Court Forms, Filing Counters, Filing Depository Boxes, Out-of-County Filing, and Appeals; "OFFICE" with links to Hours & Locations, Frequent Questions, Facts, Overview, Employment, and Contact Us; "eGOVERNMENT" with links to eFiling (Live), eFiling Training, ECR Online, eFiling Class, and ECR Terminals; "SERVICES" with links to Marriage Licenses, Passports, Process Servers, and Support Services; and "FAMILY AND JUVENILE" with links to Support Services, Support Payments, Payment History, and Wage Assignment. There are also "NEWSFLASHES" and "WHAT'S NEW" sections.

“The Clerk”

Elected Official – Michael K. Jeanes

<http://www.superiorcourt.maricopa.gov/>

<http://www.clerkofcourt.maricopa.gov/>

How to Look Up Hearing Information

<http://www.superiorcourt.maricopa.gov/docket/index.asp>

Docket: Public Access to Court Information - Microsoft Internet Explorer provided by ITG - Clerk of Court - 66077

http://www.superiorcourt.maricopa.gov/docket/index.asp

File Edit View Favorites Tools Help

Docket: Public Access to Court Information

The Judicial Branch of Arizona
Maricopa County
Committed to the Timely, Fair and Impartial Administration of Justice

Home Superior Court Justice Courts Adult Probation Juvenile

Docket
Public Access to Court Information

Norman J. Davis
Presiding Judge

Michael K. Jeanes
Clerk of the Court

View Case Information -- Court Calendars, Case Histories, Minute Entries -- for the following:

- [Civil Court Cases](#)
- [Criminal Court Cases](#)
- [Family Court Cases](#)
- [Probate Court Cases](#)
- [Justice Court Cases](#) Note: Minute entries are not available for justice court cases.

Note: Currently Attorney Calendars are only available for Criminal Court cases. In the future this feature will be added to the Family, Civil, and Probate calendars.

Go to Maricopa County Superior Court website

Select Case Type

How to Look Up Hearing Information


<http://www.superiorcourt.maricopa.gov/docket/index.asp>

Docket: Criminal Court Case History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www.superiorcourt.maricopa.gov/docket/CriminalCourtCases/caseSearch.asp> Go Links

 **The Judicial Branch of Arizona**
Maricopa County
Committed to the Timely, Fair and Impartial Administration of Justice

[Home](#) [Superior Court](#) [Justice Courts](#) [Adult Probation](#) [Juvenile Probation](#)

Docket > Criminal Court Cases

Criminal Court Case History

Search:

[Docket Home](#)

[Civil Cases](#)

[Criminal Cases](#)

[Family Court Cases](#)

[Probate Cases](#)

[Justice Court Cases](#)

[Retention Rules](#)

Search by Last Name/First Name

Last Name: First Name:

Search by Initials and Date of Birth

Last Name Initial: First Name Initial: DOB: mm/dd/yyyy

Search by Case Number

Case Number:

Search for case by name or by case number.

See bullet point 2.

1. You can search for a court case by name or case number on the Superior Court's online docket.
2. Multiple defendants will share a common case number with a unique defendant identifier suffix (-001, -002, etc.)

Cameras in the Courtroom

Media Relations And Community Outreach: Camera Request Form - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail Download AutoFill Send to

Address <http://www.superiorcourt.maricopa.gov/MediaRelationsAndCommunityOutreach/MediaRoom/cameraRequest.asp> Go

Google

Go Bookmarks 6 blocked Check AutoLink AutoFill Send to

 **The Judicial Branch of Arizona**
Maricopa County
Committed to the Timely, Fair and Impartial Administration of Justice

Home Superior Court Justice Courts Adult Probation Juvenile Probation Español Locations Links Employment

Search: Go

Media Relations And Community Outreach > Media Room

Camera Request Form

Contact Info

*** Required Fields**

* First Name: * Last Name:

Title: * Phone:

* Court Date: * E-mail:


Court Info


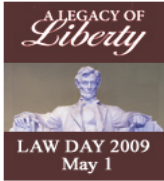
* Date Requested: * Judge Name:

* Requested by: * Defendant Name:

* Case Number: * Case Event:

Other Exp:

* Enter Security Code: 

© 2007 The Judicial Branch of Arizona, Maricopa County, Superior Court, Justice Courts, Adult Probation, Juvenile Probation

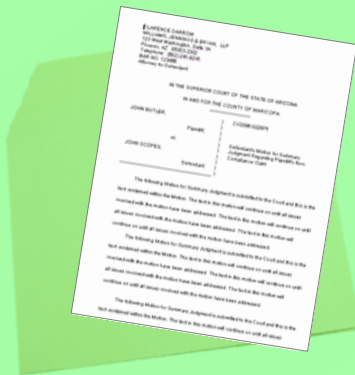
The Superior Court arranges requests for cameras in the courtrooms. (Request form online)

<http://www.superiorcourt.maricopa.gov/MediaRelationsAndCommunityOutreach/MediaRoom/cameraRequest.asp>

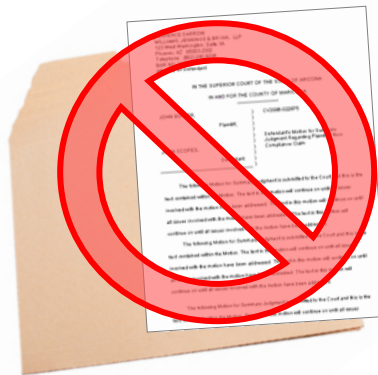
Court Records

Clerk of Superior Court vs. Justice Courts & Muni Courts

Superior Court



Justice Court



Municipal Court

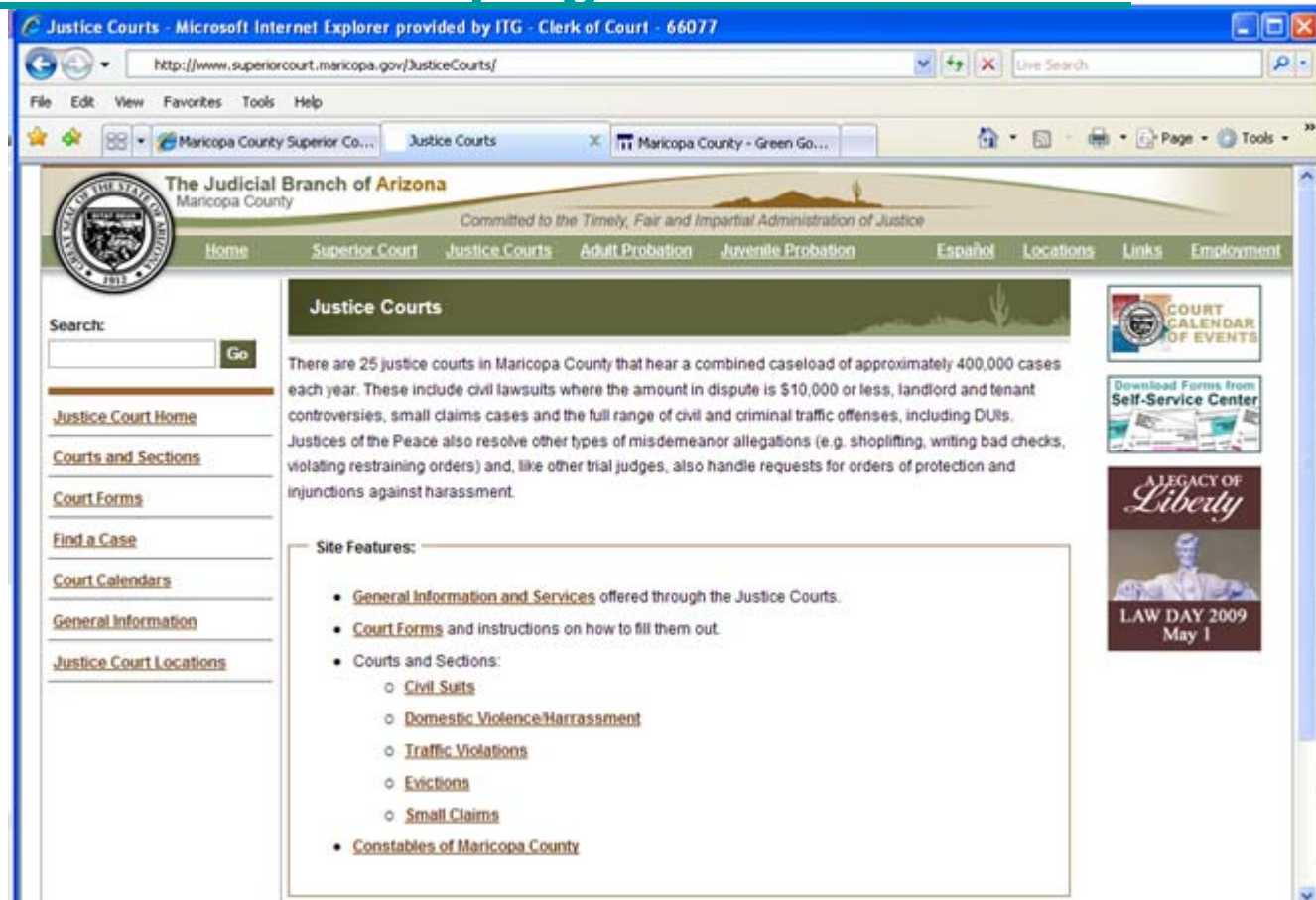


- ➔ Clerk of Court **maintains** Superior Court records in Maricopa County
- ➔ **Does not** maintain records for Justice or Municipal Courts

Justice Court Records

Available by contacting the court hearing the case. See the Justice Courts website:

<http://www.superiorcourt.maricopa.gov/JusticeCourts/>



Sources of Public Records

Only the official court record maintained by the custodian of records is the complete record.



Sources of Public Records

Supreme Court Public Access to Court Information on all levels of Arizona courts.

The screenshot shows the 'Public Access to Court Information - Case Search' page of the Arizona Judicial Branch. The page has a blue header with the Arizona Judicial Branch logo and the text 'ARIZONA JUDICIAL BRANCH'. Below the header is a navigation menu with links: 'Home > Case Search', 'AZ Judicial Branch Home', 'AZ Courts Locator', 'Case Search', 'Case Notification', and 'Contact Us'. The main content area is titled 'Public Access to Court Information - Case Search' and contains a paragraph explaining the service. Below this are two search forms: 'Search by Name' and 'Search by Case Number'. The 'Search by Name' form includes fields for 'Last/Business Name' (required), 'First Name', 'Date of Birth' (with month and year dropdowns), and 'Court' (with a dropdown menu). There is also a checkbox for 'Limit search to Cases with Vehicle Registration hold' and a 'Search' button. The 'Search by Case Number' form includes a 'Case Number' field (with an example 'TR - 19010111') and a 'Court' dropdown menu, also with a 'Search' button. The page is displayed in a web browser window with a status bar at the bottom showing 'Done', 'Internet', and '100%' zoom.

ARIZONA JUDICIAL BRANCH

Home > Case Search

Public Access to Court Information - Case Search

The Arizona Judicial Branch is pleased to offer Public Access to Court Case Information, a valuable online service providing a resource for information about court cases from 153 out of 180 courts in Arizona. [Show unavailable courts.](#)

Search by Name

Last/Business Name (required)

First Name

Date of Birth -- month -- -- year --

Court -- All Searchable Courts --

☐ Limit search to Cases with Vehicle Registration hold

Search

- OR -

Search by Case Number

Case Number (example: TR - 19010111)

Court -- All Searchable Courts --

Search

Data elements only-

- **NO** images, and
- **NOT** the official record

<http://apps.supremecourt.az.gov/publicaccess/>

Sources of Public Records

Maricopa County Superior Court Case Information

The screenshot shows the official website of the Maricopa County Superior Court. The header includes the court's seal and the text "The Judicial Branch of Arizona Maricopa County". Below this is a navigation bar with links to Home, Superior Court, Justice Courts, Adult Probation, Juvenile Probation, Español, Locations, Links, and Employment. A search bar is located on the left side of the page. The main content area is titled "Docket" and "Public Access to Court Information". It features the names and titles of the Presiding Judge, Norman J. Davis, and the Clerk of the Court, Michael K. Jeanes. A list of accessible case information categories is provided, including Civil Court Cases, Criminal Court Cases, Family Court Cases, Probate Court Cases, and Justice Court Cases. A note at the bottom states: "Note: Currently Attorney Calendars are only available for Criminal Court cases added to the Family, Civil, and Probate calendars."

Information accessible:

- Docket information
- NO images

<http://www.superiorcourt.maricopa.gov/docket/index.asp>

Records available

Generally, anything **not confidential or sealed** is available as a public record.



Docketing Court Records

Documents are scanned and docketed in priority order.

When a filing appears on the online docket, the image of the public record is available from the Clerk's Office at any public access terminal.



Clerk's Office locations with public access terminals

http://www.clerkofcourt.maricopa.gov/clerk_loc.asp



Northwest Regional Court Center
14264 West Tierra Buena Lane
Surprise, AZ 85374



Northeast Regional Court Center
18380 N. 40th St. Suite 120
Phoenix, AZ 85032



Customer Services Center
601 W. Jackson St.
Phoenix, Arizona 85003



Southeast Court Complex
222 E. Javelina,
Mesa, Arizona 85210

Copy price per page

50 cents per page as of July 2010
(A.R.S. 12-284)




Other Sources of Public Records

Online Minute Entries

Some Minute Entries are available online:

<http://courtminutes.maricopa.gov/>

Welcome to the
Clerk of Superior Court's Office
Maricopa County, Arizona



A resource for court information and services Quick Links: Choose a Topic Below Home | Contact Us

Clerk of the Superior Court Minute Entries

Case Number:

Example: CR1997001234 [Click for Help](#)

Defendent Id:

Last Name:

First Name:

Middle Name:

Judicial Officer Name:

Example: Smith [Click for Help](#)

From Date:

Example: 01/01/2007

To Date:

Example: 01/01/2007

Retrieve Minute Entries

Reset

Other Sources of Public Records

"Offline" Minute Entries

Some Minute Entries are prepared "offline" and are available at public access terminals but not online.



Restricted Records

- Sealed records **are not public and are available by court order only.**
- **Access to confidential records is determined by statute, court rule and order.**



Exhibits – 1 of 3

- Exhibits entered into evidence in a trial may be available at the Clerk's Office . . .
- The Court determines by order at the final resolution of a case what is kept by the Clerk and what is returned to counsel or the parties



Exhibits – 2 of 3

- A listing of the trial's exhibits is available as a public record following the final resolution of a case



- Sealed exhibits are determined by law and court order and require further court order to make available for viewing or reproduction

Exhibits – 3 of 3

- The Clerk retains records and exhibits according to the Records Retention and Disposition schedule in the Arizona Code of Judicial Administration, section 4-302
- Audio and video exhibits require a court order for the Clerk to release. The Clerk does not provide equipment to hear, view or record audio and video exhibits



FAQs – 1 of 3

Form IV

- The **Probable Cause Statement**, or “Form IV,” is filed with the Clerk’s Office as part of the prosecution’s filing of a Direct Complaint or via Indictment. It is unavailable until its supporting document is filed.
- A Form IV may be available from the referring law enforcement agency by providing that agency the original report number.

Form IV

FAQs – 2 of 3

Jury lists

- At the end of a trial the jury list will only be available as a public record if ordered so by the court (A.R.S. 21-312)



Transcripts

- Electronically recorded court proceedings can be requested from the Superior Court by calling 602-506-7100. For transcripts call 602-506-3204



FAQs – 3 of 3

Reading from court documents

Clerk staff **will not** interpret the language of court records but **will assist with** obtaining copies of the official court record or arranging access to view public records.

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DEPUTY PUBLIC DEFENDER
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Telephone: (602) 372-7250
BAR NO. 018956
Attorney for Defendant

Michael K. Jeanes, Clerk of Court
*** Electronically Filed ***
George Knecht
Filing ID 2198
5/18/2005 10:01:10 AM

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA



For more information, visit
the Clerk's website at

www.clerkofcourt.maricopa.gov

or contact the Clerk's Public Affairs
& Education department:

Aaron Nash, Special Counsel
620 W. Jackson St, Suite 3017
Phoenix, Arizona 85003
602-506-2309

nasha@COSC.maricopa.gov

